My Time Self Service

Core Portal ESS
Employee Self Service User Manual

Edited by Mayo County Council
24/02/2010

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INTRODUCTION

This document describes all aspects of the CoreTime Module functionality available in the CoreESS Module from the User perspective.

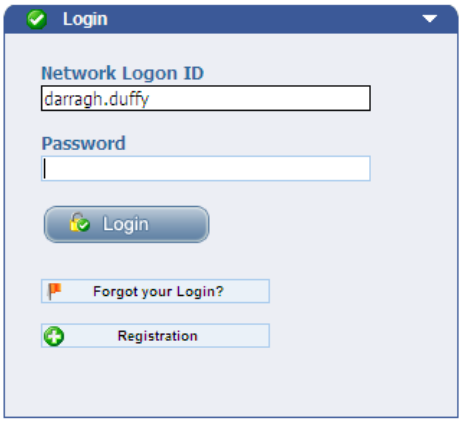
LOGGING ONTO THE CORE PORTAL

core | PORTAL
Powered by core
You have not logged in
Tue 16 Jun 2009 5:35 PM
CorePortal Public Page
home
Welcome
Welcome to the Core Employee Self Service Portal. The Core Self Service portal will allow you to access financial and personal information relating to you. Please log in using your network ID and password to gain access
Login
Network Logon ID
Password
Login
Forgot your Login?
Registration
Notice Board
Following are a List of Notices / Documents and Contacts
Introduction of CorePortal
Training Material
Please download the training document by selecting the More information link below. This document will guide you through the CorePortal Experience
Payroll Contact Information
IT Based Queries

The main log on page is usually accessed from the Mayo CoCo Intranet page.

The page itself is made up of three sections.

1. The Welcome Portlet-updatable by the administrator of the system
2. The Notice Board-updatable by the administrator of the system
3. The login portlet, see below:



FORGOTTEN PASSWORD FUNCTIONALITY

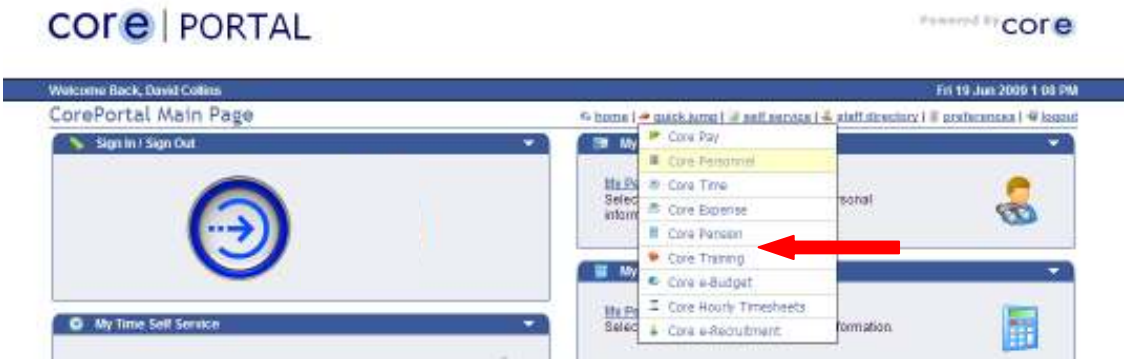
For users that forget their Passwords

Enter Username and select **Forgot your Login** button.

User is sent a new password via e-mail and brought to a screen which confirms this.

The new password is not enabled until the user does so by clicking the enable password link on the e-mail. The user may also reject the new password by clicking in on the decline link on the same e-mail.

QUICK JUMP



The **Quick Jump** Option on the Toolbar allows users to select any module available to the user without going back to the home page.

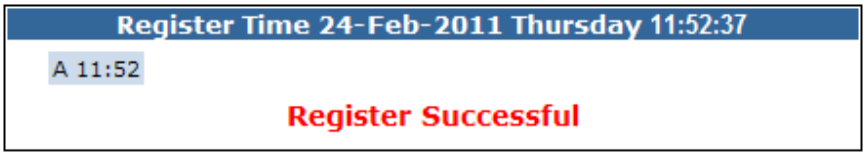
SIGN IN/SIGN OUT

There is only one button to Sign In and Sign Out

Click the button to sign in, the following message appears:

Click **Register Time**

The time is automatically registered:



When signing out, click on this button and register the time.

The letter **A** appears next to the time to indicate an automatic clocking. When you manually submit a time, the letter **M** will appear before the time.

MY TIME SELF SERVICE

Click on **My Time Self Service** to apply for leave, view balances, view your calendar, edit leave requests etc.

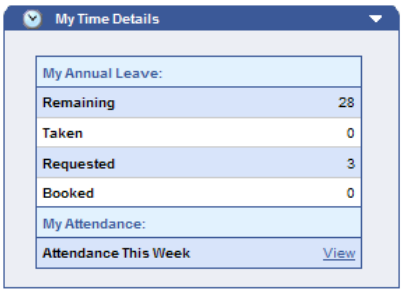
core | PORTAL
Welcome Back, Elizabeth Mary Morrissey
Thu 24 Feb 2011 2:29 PM
CorePortal Main Page
Sign In / Sign Out
My Time Self Service
My Time Self Service
Select this link to view or request annual leave and other time related information.
My Personnel Self Service
My Personnel Self Service
Select this link to view or change your personal information.
My Payroll Self Service
My Payroll Self Service
Select this link to view your historic payslip and other payroll related information.

You will notice several groups of commands along the left hand side of the screen. Your calendar is displayed on the right.

MY TIME DETAILS

This section displayed your Annual Leave balance.

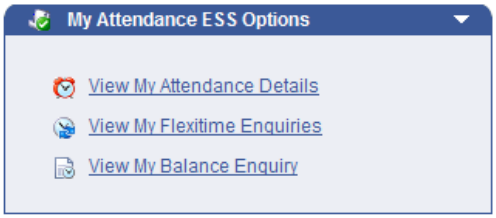
Click on **Attendance This Week** to view your Attendance Details for the week. This is the same as clicking on **View My Attendance Details** under the section **My Attendance ESS Options**



MY ATTENDANCE ESS OPTIONS

View Attendance Details

The Attendance Details facility makes it possible for users to view or manipulate their own Attendance Records.



Click on **View My Attendance Details** under the section **My Attendance ESS Options**

Clocking Details for 21-FEB-2011 to 27-FEB-2011
Attendance Details for 21-FEB-2011 to 27-FEB-2011
Unexplained Absence 7.00 7.00 14.00
Missed Clocking 7.00 7.00
Go to week beginning Monday 21-FEB-2011
Previous
Next

Clicking on the **Previous** or **Next** button at any time will allow users to view past / future periods of data.

Note: Users will be able to view all historical data regardless of the limit on the number of historical periods they can amend.

Manually Adjust the Clock

The old Flexi system allowed users to make a Flexi clock **Correction** using the 'Forgot Clock In' reason code.

There is a different procedure to manually adjust your clock in the CORE system. You will no longer be able to make an adjustment for 4 hours, instead you will have to manually enter the actual times of the missed clocking.

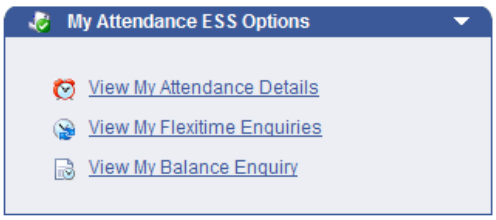
Example:

If you forgot to *clock in* on a particular morning, wait until lunch time to register a clocking. You can clock out at lunch using **Sign In/Out** button, and clock as normal for the rest of the day.

Then to register your missed clocking, use the **View My Attendance Details** button to submit a manual clocking with your actual time of commencement, e.g. 9:05.

Note: A normal working day will have 4 clocking times: Morning clock in, Lunch Clock Out, Lunch Clock In and Evening Clock Out

Click on **View My Attendance Details** under the section **My Attendance ESS Options**



A summary of your weekly attendance is displayed. You can use the **Previous** and **Next** buttons to navigate to the correct week. Alternatively use the drop down arrow beside the date.

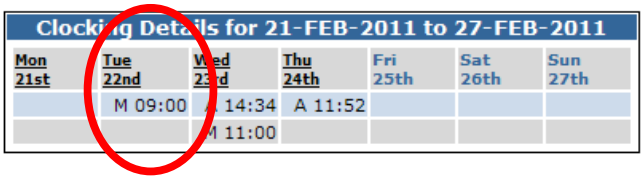
The Clocking Details are displayed at the top of the screen. Each editable Date is underlined and in bold.

Click on the required date to make a Manual clocking adjustment. E.g. In this example, I clicked on **Tue 22nd** as there were no clockings for this date.

Enter a time, select your approver and add a Narrative.

Click **Insert**

To cancel out of this screen without making an adjustment, click **Return to Week**

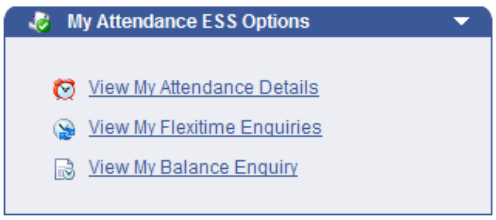


Manual Adjustments will have the letter **M** beside the time. Times you registered using the **Sign In/Out** button have the letter **A** beside the time.

Your Approver will have approve or reject each adjustment.

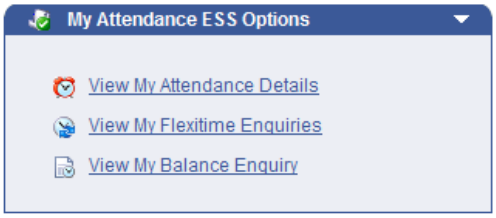
View My Flexitime Enquiries

Clicking on **View My Flexitime Enquiries** will give you a summary of the current Flexi period. The enquiry facility makes it possible for users to view their flexitime details for the current or historical periods.

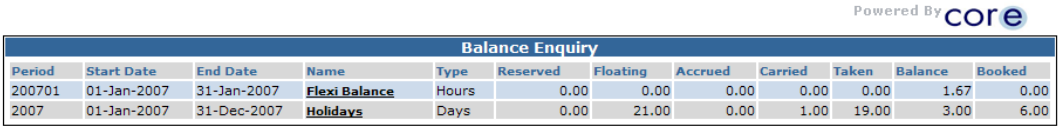


Section	*Meaning*
Clockings	Displays the swipes recorded for the period selected. Clicking on the **Previous** or **Next** button at any time will allow users to view past / future period data.
Starting Balance	Displays the starting balance as at the beginning of the week (Week number only available within the current flexitime period).
Attendance Details	Displays the resulting hours for the swipes and attendance details recorded for the period selected.
Real Time Balance	Calculates the current balance on-line, to the time the **Real Time Balance** button is pressed. Real Time balance is informational only. Persons must sign-out to register their actual out time. Note option only available in the current flexitime period.

View My Balance Enquiry



The Balance Enquiry allows users to view their balances.



Balance Enquiry

Period	Start Date	End Date	Name	Type	Reserved	Floating	Accrued	Carried	Taken	Balance	Booked
200701	01-Jan-2007	31-Jan-2007	Flexi Balance	Hours	0.00	0.00	0.00	0.00	0.00	1.67	0.00
2007	01-Jan-2007	31-Dec-2007	Holidays	Days	0.00	21.00	0.00	1.00	19.00	3.00	6.00

It is also possible for users to access the details of their balances – for example, on what days have pay codes affecting this balance been recorded, for what duration, are there any balance adjustments which are taken into consideration when calculating the overall balance figure? Access to the details is controlled via Core User Security, and if access has been granted, the name of the balance will display as per standard web links.

Once access has been granted to view balance details, users can click on the balance name in order to display the following screen.

Balance Details for Holidays

Description	Entitlements	C/F	Taken	Balance
Opening values for period 2007	20.00	0.00	0.00	20.00
Time codes / hours	0.00	0.00	4.00	0.00
Manual adjustments	1.00	1.00		

Back

To view the days on which the days/hours are recorded, click on the **Time Code/Hours** section and details like those in Figure 10.2 will be displayed (Figure 10.2)

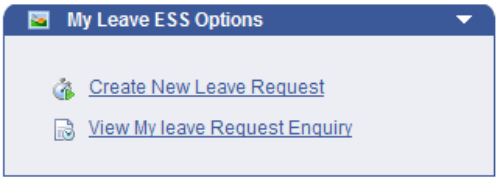
Balance Details for Holidays

Description	Entitlements	C/F	Taken	Balance
Time codes / hours				
12-FEB-2007 Holidays	0.00	0.00	1.00	0.00
13-FEB-2007 Holidays	0.00	0.00	1.00	0.00
14-FEB-2007 Holidays	0.00	0.00	1.00	0.00
15-FEB-2007 Holidays	0.00	0.00	1.00	0.00

Back

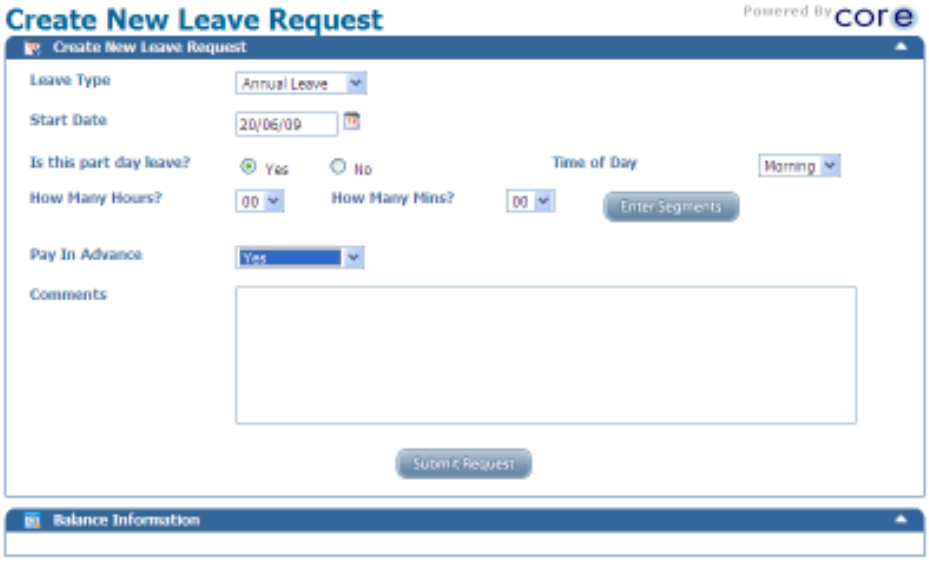
MY LEAVE ESS OPTIONS

Create New Leave Request



It is possible to request leave via Core Portal.

Click on **Create New Leave Request** option on the main **My Leave ESS Options** Menu.

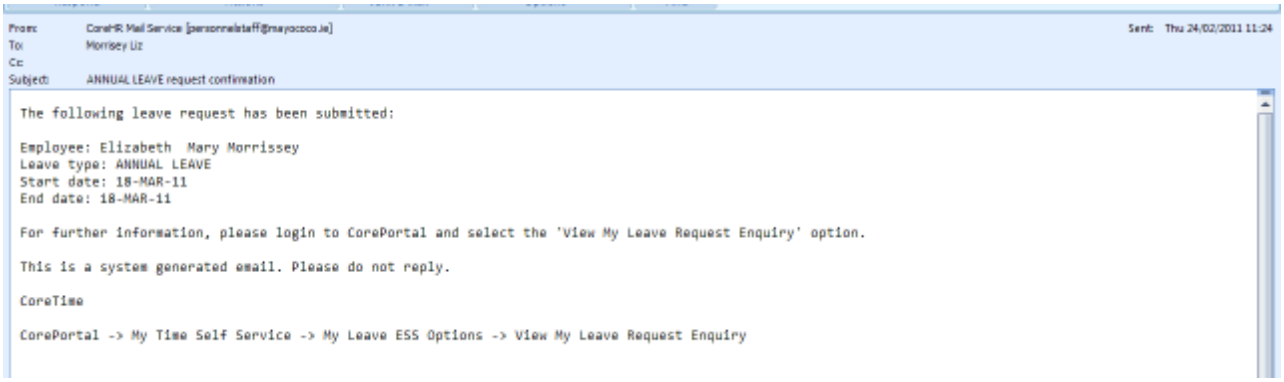


Field Name	*Meaning*
Leave Type	Select Leave Type from the drop-down list e.g. Annual Leave.
Start Date	Type leave request start date in the format DD/MM/YY e.g. 10/05/04 **OR** Click on the calendar icon and select by clicking on the required date. Use the arrows to scroll through months.
End Date	Same process as Start Date
(*Note that if the end date is blank, or the same start and end date match, a request for one day's leave from the start date is submitted.	
Part Day Leave	Users may request a part day's leave e.g. as a half day.
Time of Day	Users may select AM of PM
The list of 'Approvers' is made up of all CoreTime users who have access to the work group and department of the employee requesting leave.	
How Many Hours	Users may enter in Hours and Minutes instead of segment by selecting this option if available to them**.**

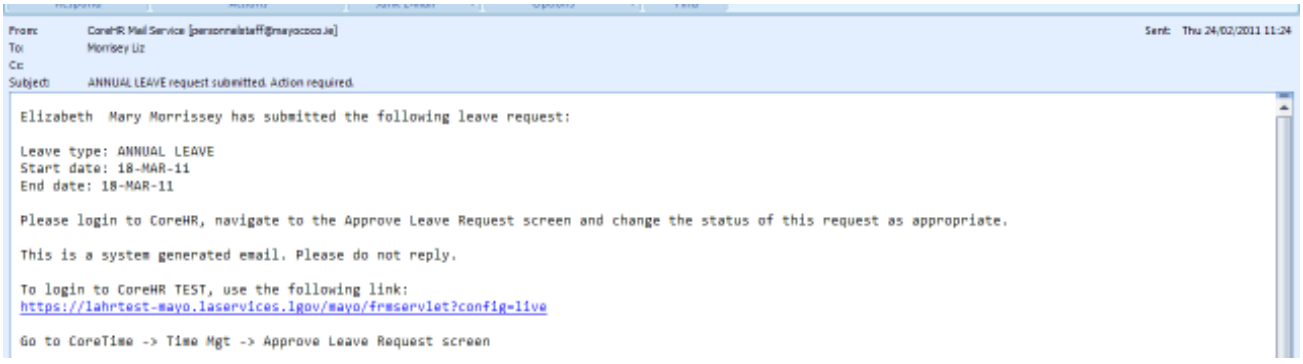
Your Balances are shown at the bottom of the screen.

To submit the leave request for approval, click on the **Submit** button at the bottom of the screen. The message '**Leave Request has been successfully submitted to the approvers in the list below'** will be displayed. You approver's name will be listed under the message.

You will receive a confirmation email:


From: CoreHR Mail Service [personnelstaff@mayococo.ie]
Sent: Thu 24/02/2011 11:24
To: Morrisey Liz
Cc:
Subject: ANNUAL LEAVE request confirmation
The following leave request has been submitted:
Employee: Elizabeth Mary Morrissey
Leave type: ANNUAL LEAVE
Start date: 18-MAR-11
End date: 18-MAR-11
For further information, please login to CorePortal and select the 'View My Leave Request Enquiry' option.
This is a system generated email. Please do not reply.
CoreTime
CorePortal -> My Time Self Service -> My Leave ESS Options -> View My Leave Request Enquiry

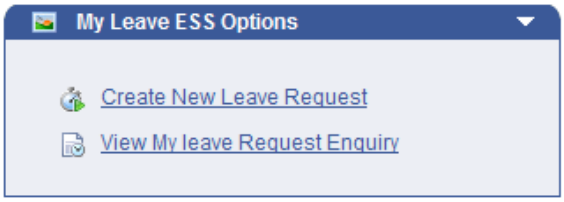
Your Approver/s will also receive an email.


From: CoreHR Mail Service [personnelstaff@mayococo.ie]
Sent: Thu 24/02/2011 11:24
To: Morrisey Liz
Cc:
Subject: ANNUAL LEAVE request submitted. Action required.
Elizabeth Mary Morrissey has submitted the following leave request:
Leave type: ANNUAL LEAVE
Start date: 18-MAR-11
End date: 18-MAR-11
Please login to CoreHR, navigate to the Approve Leave Request screen and change the status of this request as appropriate.
This is a system generated email. Please do not reply.
To login to CoreHR TEST, use the following link:
https://lahrtest-mayo.laservices.lgov/mayo/frmservlet?config=live
Go to CoreTime -> Time Mgt -> Approve Leave Request screen

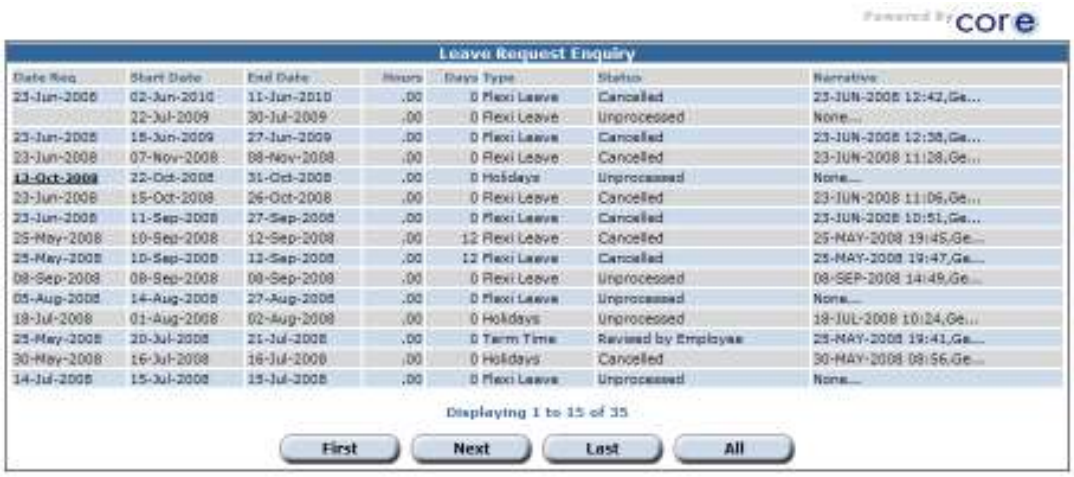
View My Leave Request Enquiry

The Leave Request Enquiry allows users to view the status of leave requests, edit or cancel leave requests.

Click on **View My Leave Request Enquiry** under the **My Leave ESS Options**.



The following screen appears:



If the status of the request is '**Unprocessed**', then the user can click on the Date Req. field to link to the Leave Request screen to amend or delete the request. If the request is 'Rejected' or 'Approved', the user cannot amend or delete the request.

Edit/Cancel Leave Requests

Click on **View My Leave Request Enquiry** under the **My Leave ESS Options**.

A summary of requests are displayed. Note: You can only edit an Unprocessed requests that are in the future.

Unprocessed requested will be in **bold**.

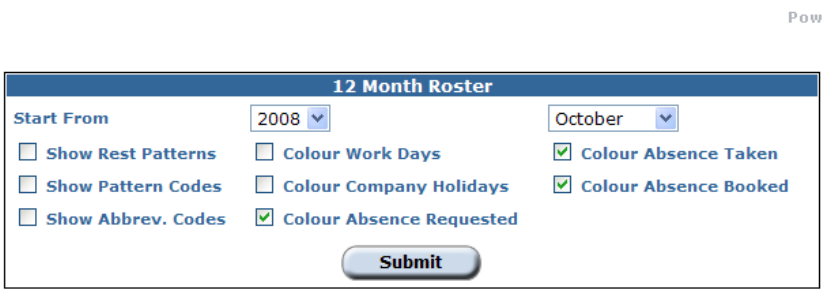
Click on the underlined date under the **Date Req** field

Edit the request as required and click **Submit Request** to submit changes. Click **Cancel Request** to delete it entirely.

MY ROSTER ESS OPTIONS

12-Month Roster

The 12-Month Roster is a report which displays, on a calendar format, a view of the user's Time and Attendance details such as Patterns, Absences and Holidays.



Start From : Select year and month from the drop-down list.

The following items can be included/excluded from the report.

Show Rest Patterns : This check box allows the user to specify whether or not to display his/her rest days on the report

Show Pattern Codes : This check box allows the user to specify whether or not to display his/her work/rest pattern codes on the report

Colour Work Days : This check box allows the user to specify whether or not to highlight each day as defined by either a work day or a rest day.

Colour Company Holidays : This check box allows the user to specify whether or not to display and highlight the Company Holidays within the reporting period specified.

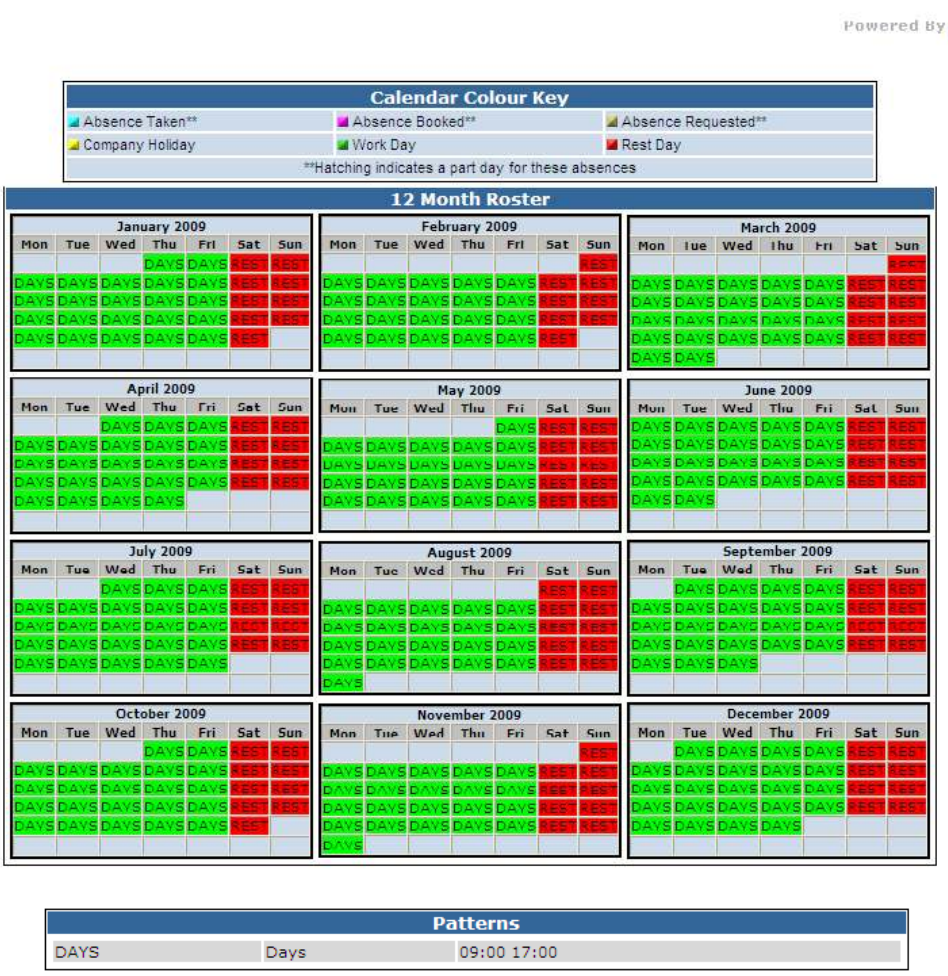
Colour Absence Taken : This check box allows the user to specify whether or not to display and highlight any absences taken, by the user, within the reporting period specified.

Colour Absence Booked : This check box allows the user to specify whether or not to display and highlight any absences

booked, by the user, within the reporting period specified.

Colour Absence Requested : This check box allows the user to specify whether or not to display and highlight any absences requested and unprocessed within the reporting period specified.

Click on **SUBMIT**.



A key to the calendar is displayed at the top of the screen as illustrated below. Items are displayed using a colour scheme. E.g. Green = Work Day, Red = Rest Days etc.

APPENDIX I FLEXI-TIME ARRANGEMENTS

Flexi-time Morning Band:	8.30 a.m.-10.00 a.m.
Morning Core Time:	10.00 a.m.-12.30 p.m.
Flexi-time Lunch Break:	12.30 p.m.-2.30 p.m.
Afternoon Core Time:	2.30 p.m.-4.00 p.m.
Flexible Evening Band:	4.00 p.m.-6.30 p.m.
Lunch Break:	Minimum of 30 minutes.

The operation of the system will be subject to work requirements. It will require adequate staffing levels in every section between 9.00 a.m. - 5.00 p.m., Monday to Friday.

Staff will be entitled to accumulate the equivalent of one days leave in a four week period and this leave may be taken in a subsequent four week period. If not taken it will be forfeited.

Visits to the Dentist, Doctor or absences for other personal matters should be arranged outside of core time. In exceptional circumstances, such absences will be allowed during core time at the discretion of the County Secretary. However, it should be clearly understood that any such visits or absences will be recorded on the clock.

Visits to the Doctor or Clinic which cannot be arranged outside of core time, arising as a result of pregnancy are exempt from this requirement.

Please note that it is the responsibility of each employee to ensure that his or her attendance is not in debit at end of each four-week cycle.

You can use your computer for clocking in, in the morning and afternoon and out at lunchtime and in the evening.

Under no circumstances should somebody clock in and leave the building afterwards, (e.g. clock in and then leave the building to park the car or for some other reason).

While flexi-time may be available to each member of staff, there is no obligation on any member of the staff to operate on flexi-time. They must clock in at 9.00 a.m. and out at 5.00 p.m. as heretofore.

If you have any further queries, please contact Ms. Martina Hughes, A/Administrative Officer, Personnel Section.

APPENDIX II CORE ESS FAQ

A few things came up at the presentations.

Manuals
Available to download from the Intranet or www.mayococo.ie/core

Flexi Rules
Same as previous. Same core hours, time carry over etc. See Appendix I

Balances
Transferred balances may initially be incorrect so they will be hidden until checked.
Sick leave balances will no longer be visible by staff or line managers. Personnel can provide this information, contact Breege Walsh – ext 7160 or Breege Griffin – ext 7158.

Sick Leave
Flexi corrections for sick leave can only be processed by HR. Corrections will be entered when sick certs or uncertified sick forms are received.

Leave
Leave booked on the old system but not yet taken will need to be rebooked in the Core system – you will also need to e-mail the Core project team with future dates already approved as the annual leave balance in Core will need adjusting.
Regular leave types such as Annual leave, flexi leave, business leave etc are available in the list for staff to book. Leave types not in the list such as parental leave can be booked by contacting HR.
Leave can be booked up to 4 weeks retrospectively. Leave booked but not yet taken can be cancelled or modified by staff. Leave taken over 4 weeks ago and not yet booked can be processed through your line manager.

Hours in Lieu of meetings
These corrections can be processed by HR

Clocking out for an appointment during core hours e.g. Dentist.
Appointments should be arranged outside of core hours 10am - 12.30pm and 2.30pm – 4.00pm as per flexi clock regulations (see

Appendix I). If you register extra clock times during core hours your clock will show an infringement. You can clock extra times outside of core hours.

Shorter working week
Staff on shorter working week no longer need to apply for flexi corrections for days they aren't in work. Similarly, annual leave can be booked across a calendar period regardless of what days you are off. Annual leave days will only be deducted for the days you were scheduled to work.

Support
Contact the CORE project team in HR